

Jad Edmond Fadel
Mansourieh, Maten
Lebanon

☎+961 81 272865

Email: jadfadel@gmail.com

Date of Birth: 22 – October – 1986

EDUCATION

- March 2016 Certificate of PIC Level 3 Boecker – Highfield Valid till 2021
- Fall 2004- Spring 2009 Bachelor degree (BA) of Hospitality Management and Tourism concentration in Hotel Management - Notre Dame University (NDU) - Louaize, Lebanon
- 2003-2004 Bac II S.E. Branch, from Soeur de Saint Coeur Ain Najm, Lebanon

WORK EXPERIENCE

Nov 2020 – Present ***Operation Manager: Door 2 Door Delivery Services***

Ensure proper storage of items in their designated area
Cash closing for delivery drivers
Settling of suppliers statements
Solve day to day disputes and concerns

Nov 2018 – Feb 2020 ***Procurement & Warehouse Manager: KITCHEN IN THE CLUB SAL,***
Deir Al Kalaa Country Club
Beit Mery – Maten Lebanon

Responsible of all purchases for the catering company and the restaurant
Overlooking the costing of all recipes for the catering company and the restaurant
Managing the Storekeeper & Stock Movement Beverage, Food, equipment and assets

May 2017 – May 2018 ***Operation Coordinator: HOT STAR GROUP CO. LLC,***
SULTANATE OF OMAN

Overlooking 9 outlets covering 8 different concepts within Muscat District Oman
Reporting to Country Director & Group General Manager
Outlets Managers, In-Charges are my subordinates
The Company link between operation and all other departments
Managing the operations of all below outlets

***Casper & Gambini's – Bab Idris – Falafel & More – Asmahan – Muscat Catering – Eatalian –
Asmahan Sweet Gallery – From The Tree***

July 2015 – May 2017 **Back Office Controller: BouBouffe Restaurant part of ADD-Mind Group,**
United Arab Emirates

Pre-opening Team of BouBouffe UAE – Training Material Creation & Employee Trainer
Floor Manager – Yas Mall, Abu Dhabi – First Outlet in UAE Opening Team
Asst. Outlet Manager Sheikh Zayed Road, Dubai – Second Outlet in UAE Opening Team.
Back Office Controller: In charge of Central Kitchen Purchasing, Invoicing and direct control of Outlets expenses and cost compliance.

Aug 2013- Dec 2014 **Reservation Manager: Al Manshar Rotana Hotel,**
Fahaheel, Kuwait

Managing all Reservation day to day Operation
Organizing and managing all OTA's & rate loading on PMS & Internet
Submitting month end corporate Revenue Report
Organizing and conducting Hotel Revenue Meetings

May 2011- Aug 2013 **Front Desk Manager: Al Manshar Rotana Hotel,**
Fahaheel, Kuwait

Managing all Front Office day to day Operation
Front office Manager on Duty (Afternoon & Night Shift)
Training, supervising and directing all Front Office employees
Covering Hotel Duty Manager shifts

June 2009- April 2011 **Front Desk Shift leader: Grand Hills Hotel & SPA,**
Broumana, Lebanon
In charge of the Receptionist, Guest Relation, Concierge, Reservation agent and Operators

Computer and Internet Knowledge

- Microsoft Office
- Internet
- Hotels operating Systems (Opera – Fidelio – OnQ)
- Restaurant operating Systems (Omega – Squirrel – Micros)

Languages

- Arabic: fluent spoken & written
- English: fluent spoken & written
- French: fluent spoken & written

Hobbies

- Swimming – Camping – Football
- Extra activities:
 - Scout member “Troup Ouragane” Mansourieh, during school years
 - Member of the Saint Paul Charity Mission organization
 - Red Cross - First Aid training
 - American Heart Association – Heart saver First Aid